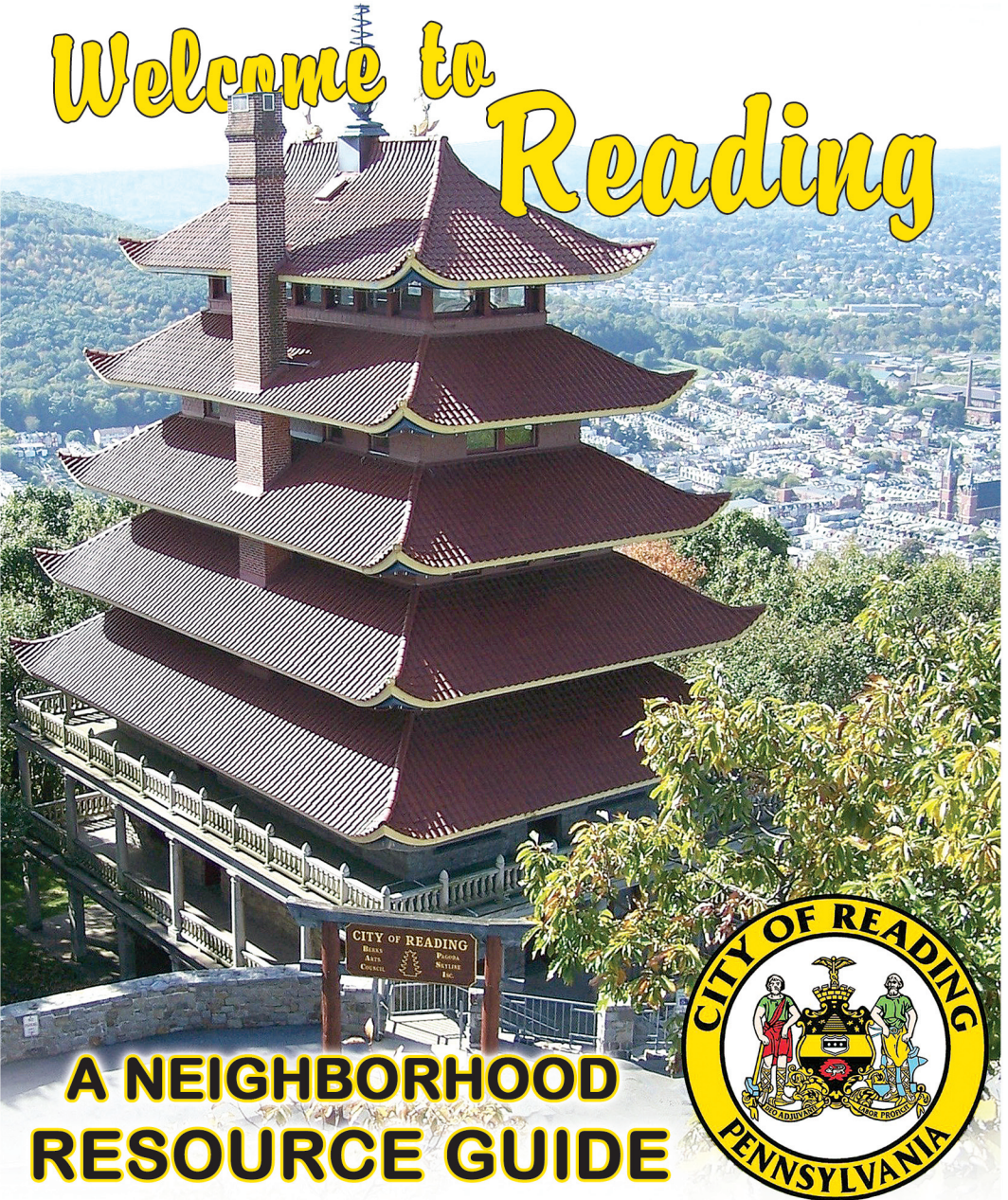


Welcome to Reading



A NEIGHBORHOOD RESOURCE GUIDE



WELCOME TO READING!

To new residents, welcome! To long-time residents, thank you for your continued support of the City. This booklet was designed by the City for residents to assist you in accessing information about the City's government. The City is buzzing with new growth and activity, and I am glad you are a part of it.

Our world-famous Pagoda is celebrating its 100th birthday in 2008, and a café recently opened, perfect for taking in the wonderful view. Reading continues to offer something for everyone, from the critically acclaimed Reading Symphony Orchestra to the Berks Jazz Fest run by the Berks Arts Council, as well as the Star Series, the Reading Museum, the Reading Civic Theater and our independent theater companies. For sports fans, Reading is also the proud home of the Reading Phillies baseball team, the Reading Royals hockey team, the Reading Rage soccer team, and as of 2007, the Reading Express indoor football team and the Reading Railers basketball team. The Commerce Bank Triple Crown of Cycling also held the second leg of its bike race in Reading for the second year, and we look forward to its return next year.

Last year also marked the start of an ambitious new program in the City, the Citizen's Service Center. The Center takes citizen's calls on everything from burned out street lights to abandoned vehicles, as well as general questions, and tracks the problem to its completion to help assure a quick resolution to the problem. The Center has received over 10,000 calls since it opened in January 2007, and we hope to keep spreading the word so the Center can help the City help its residents. For more information, see page 8 of this booklet, or call 1-877-727-3234.

If we can be of assistance to you, please don't hesitate to call.

Sincerely,

A handwritten signature in dark ink, appearing to read "Tom McMahon".

Tom McMahon, Mayor

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FREQUENTLY CALLED PHONE NUMBERS

Animal Control	610-373-8830
Arts	610-655-6374
Barking Dogs	877-727-3234
Berks County Office of Aging	610-478-6500
Block Watch Program	610-655-6346
Utility Lines	877-727-3234
Boards & Commissions	610-655-6204
Building Inspection & Permits	877-727-3234
Bus Transportation	610-921-0601
Cable TV/Comcast	610-378-4600
Chamber of Commerce & Industry	610-376-6766
Child Protective Services	610-478-6700
Citizen's Call Center	877-727-3234
City Clerk's Office	610-655-6204
City Council Office	610-655-6205
City Manager (Managing Director)	610-655-6222
Code Compliance	877-727-3234
Crime Alert Berks	877-373-9913
D.A.R.E	610-655-6590
Donations	
Hope Rescue	610-375-4224
Goodwill	610-777-5250
Driver's License / Vehicle Registration	800-544-4877
Economic Development	610-655-6211
Elections – City	610-478-6490
Electricity – Met Ed	888-544-4877
Emergency Services	
Fire, Police & Medical	911
Poison Control	911
St. Joseph Medical Center	610-378-2000
Reading Hospital & Medical Center	610-988-4357
Fire – Non-emergency	610-655-6080
Police – Non-emergency	610-655-6116
Ambulance – Non-emergency	610-655-6671
Gas - UGI	800-609-4844
Graffiti Removal	877-727-3234

Historic Preservation	610-655-6414
Housing	610-775-4813
Human Resources	610-655-6012
Libraries	610-378-5260
Mayor's Office	610-655-6234
Neighborhood Development	610-655-6277
Neighborhood Organizations	610-655-6611
Parks	877-727-3234
Planning & Zoning	877-727-3234
Police Athletic League	610-376-7229
Police Department (non-emergencies)	610-655-6116
Pools	610-655-6201
Property Records / Tax	877-727-3234
Potholes & Streets Maintenance	877-727-3234
Public Works Department	877-727-3234
Reading Parking Authority	610-655-6166
Recreation	877-727-3234
Sanitation Services – See Trash	877-727-3234
Senior Services	
Senior Center – 40 North 9 th Street	610-374-3195
Sewers	before 3:30pm: 610-655-6008
	After 3:30: 610-655-6300
Sheriff	610-478-6240
Social Security Office	610-320-5235
Street Lights	877-727-3234
Storm Waste Management	877-727-3234
Tax Administration	877-727-3234
TDD line	610-655-6442
Traffic Enforcement	877-727-3234
Traffic Signals	877-727-3234
Trash / Recycling Collection	877-727-3234
Water Bills	610-655-6084
UTILITIES	
Cable	610-378-4658
Electricity	888-545-7750
Gas	800-609-4844
Telephone	800-609-4844
Water Authority	877-727-3234
Storm & Sanitary Sewers	877-727-3234
Streets	877-727-3234
Vehicles	610-655-6294
Vice	610-655-6050

Volunteer Opportunities/United Way of Berks County	610-685-4571
Voter Registration	610-478-6490
Yard Waste/ Leaves	877-727-3234
Zoning	877-727-3234

NON-EMERGENCY PHONE NUMBERS

Police Headquarters – 815 Washington Street	610-655-6116
Public Works Administration Building 815 Washington Street	610-655-6236
Waste Water Treatment Plant Morgantown Road	610-655-6258
Emergency Shelters Berks Women in Crisis	610-373-2053
Opportunity House	610-374-4696

ELECTED OFFICIALS

City Officials

Mayor	610-655-6234
President of City Council	610-655-6204
City Auditor	610-655-6123
City Council District Representatives	610-655-6204

Berks County

County Commissioners	610-478-3374
County Courthouse	610-478-6100

State Senator

11 th District- Michael O'Pake	610-929-2151
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State Representatives

126 th District- Dante Santoni, Jr.	610-921-8921
127 th District- Thomas Caltagirone	610-376-1529

United States Senate

Arlen Specter	215-597-7200
Robert Casey, Jr.	215-405-9660

United States House of Representatives

6 th District- Jim Gerlach	610-376-7632
16 th District- Joe Pitts	610-374-3637

CITY HALL

City Hall is located at 815 Washington Street. Offices are open from 8:00 AM until 4:00 PM Monday through Friday. The main entrance is on Washington Street, and the handicapped accessible entrance is on North 8th Street.

HOLIDAY CLOSURES

City Hall is closed on the following holidays:

New Year's Day	Labor Day
Martin Luther King's Day	Election Day
President's Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Flag Day	Christmas Day
Independence Day	

Please note that both trash hauling and recycling are private services and contractors may use different holidays; please check with your contractor or supplier.

**FOR MOST QUESTIONS AND REQUESTS FOR CITY SERVICES, CALL
THE CITIZEN'S SERVICE CENTER AT**

**1-877-PA READING
1-(877)-727-3234**

**Se habla español.
See page 8 for more details.**

For more detailed information on a particular ordinance or topic discussed in this guide, please contact the department listed. All City Ordinances may be examined at City Hall or accessed on the City's web site at <http://www.readingpa.gov/documents/intro.pdf>. The Code of Ordinances is also available at the Reading Public Library and the Berks County Law Library.

CITIZEN'S SERVICE CENTER

The Citizen's Service Center is provided by the City of Reading to better assist our citizens with problems they encounter. The Center is open to take your calls regarding questions on tax or water bills, codes violations, unsafe conditions, illegal dumping, graffiti, streetlight or traffic lights out, or any general questions. It is designed to increase citizen satisfaction, providing you with a live operator to address individual concerns.

The Center enters complaints into a computer system that generates a service request number tracking the complaint. The correct department then receives the request for investigation and follow up. Upon completion of the call, the citizen is given the request number for follow up purposes. Each type of complaint is given a specific response time, and if the Center does not hear back from the department assigned within that allotted time, the Center will follow up with the appropriate department to identify any problems in solving the complaint. In addition, the citizen can request a follow up call from the Center to receive information on the status of their complaint.

Toll Free: 1-877-727-3234
Se habla español.

COMMON ISSUES OR COMPLAINTS

- | | |
|-------------------------------------|--------------|
| • Abandoned cars (public property) | 610-655-6294 |
| (private property) | 877-727-3234 |
| • Codes complaints | 877-727-3234 |
| • Graffiti | 877-727-3234 |
| • Illegal dumping | 877-727-3234 |
| • Missed recycling or trash pick-up | 877-727-3234 |
| • Noise complaints | 610-655-6116 |
| • Sewer backup | 877-727-3234 |
| • Streetlight out | 877-727-3234 |
| • Water bill issues | 610-655-6084 |
| • Parking | 610-655-6166 |

EMERGENCY SERVICES

COUNTY-WIDE ENHANCED-911 SYSTEM

For **emergencies** requiring the immediate assistance of police, fire or ambulance services, **DIAL 9-1-1**. A call from any Reading residence, business, or cell phone goes directly to the County's enhanced 911 computer-aided dispatch center. City fire and ambulance calls are dispatched directly by the center, while calls for Reading Police are transferred to the city's police communications center at City Hall.

FIRE DEPARTMENT

The Reading Fire Department provides fire, rescue, haz-mat, and emergency medical services, operating 11 fire apparatus and 3 paramedic ambulances out of 7 fire stations and one ambulance building, staffed by 141 career personnel and 35 certified volunteers.

FIRE PREVENTION/FIRE CODE ENFORCEMENT

The Special Services Division is responsible for:

- Public education programs for schools, citizen groups and public organizations
- Fire Code enforcement inspections, building plan reviews, permits, investigation of complaints, violations, and hazards
- Investigation of fires to determine cause and origin, prosecution of arson suspects, and those who fail to comply with codes, or fail to correct unsafe conditions

The division is directed by the Fire Marshal, whose office is at City Hall in Fire Administration. Fire code inspections are conducted by the Fire Prevention Lieutenant. Contact them at 610-655-6080.

AMBULANCE SERVICE

Injured or ill persons requiring hospital treatment are transported by Fire Department paramedics and EMT personnel to our local hospitals. The City charges a fee for ambulance service, with the rate depending on the type of emergency. The Department also provides scheduled non-emergency ambulance and wheelchair van transportation to area hospitals and medical treatment facilities. A yearly ambulance subscription service is available to all

residents (individual or family) which exempts members from any out-of-pocket expenses not covered by medical insurance.

Memberships to the ambulance service are available for all residents of the City of Reading. The annual cost is \$35/individual and \$50/household. In order to join the service, residents should mail a check (payable to City of Reading EMS) to City of Reading EMS, 815 Washington Street, Reading, PA 19601-3690. Membership relieves the patient from financial responsibility for the balance of the charge for service not covered by medical insurance FOR MEDICALLY NECESSARY AMBULANCE TRANSPORT ONLY, AS DEFINED BY FEDERAL GUIDELINES.

EMERGENCY MANAGEMENT AGENCY (EMA)

Citywide emergency management is a function of the Fire Department, administered by a deputy fire chief who manages and coordinates the activities of all city departments during floods, blizzards, storms, and other citywide emergencies. The EMA can be reached in the Fire Administration office at 610-655-6080.

POLICE

The City of Reading Police Department is responsible for the enforcement of City Ordinances and Pennsylvania State Statutes within the limits of the City's jurisdiction, which it does by providing 24 hour police protection for all residents, visitors and their property within the community. **In case of an emergency, residents should call 911.** To report crimes, accidents, and incidents that are not emergencies, residents should call 610-655-6116.

The Police Department performs its functions through four (4) programs:

The Administration provides administrative control of the police department and manages the Department's overall activities by planning, assessing and staffing to most effectively reduce criminal activity and improve traffic safety. Included within this program is the Office of Professional Standards, tasked with conducting internal investigations involving complaints of misconduct by police officers.

The **Patrol Division** operates twenty-four hours a day to protect life and property, and responds to calls for immediate police service. The Patrol Division consists of the Patrol Platoons, including bicycle, high crime, and canine units; and the Traffic, Communication, Court Liaison, Crime Analysis, and Detention programs.

The **Special Services Division** provides support to the Patrol Division and Investigations Division in the form of a central repository for all police reports and official documents. Other services encompass training officers through the Police Academy, Crime Prevention services to the business community and general public and handling community concern issues through the office of the Community Response Officer.

The **Investigations Division** is responsible for three types of investigations: general criminal investigations, vice investigations, and investigations of crimes committed by or against juveniles.

HOSPITALS

Critically ill or injured patients are transported to one of the two local major hospitals serving the city, St. Joseph's Medical Center or Reading Hospital and Medical Center. Patients needing treatment at regional trauma centers are transported by MedEvac helicopter based at the Reading Airport. Scheduled non-emergency ambulance or wheelchair van transport service is available to hospitals, nursing homes, and other medical care facilities within a 60-mile radius of the city. Routine transport arrangements can be made at the Fire Department EMS building at 638 Walnut Street or by phone at 610-655-6671.

ALARM SYSTEMS

Fire alarm systems (and in some cases, automatic sprinkler systems) are required in certain multi-family residential and commercial occupancies, and encouraged in single-family homes. However, repeated false activations of these systems due to carelessness of the occupants or lack of maintenance may result in a service charge for each activation after three such alarms occurring within a year.

CODE COMPLIANCE

WHAT IS CODE COMPLIANCE?

The laws of the City of Reading are called ordinances, and several departments, including Codes, Public Works, the Fire Department and the Police Department enforce them. The Codes Department has primary authority over issues of public health and safety as they relate to private property.

REPORTING A CODE VIOLATION

You can report possible violations by calling 877-727-3234. When a violation is given to a codes inspector, it is acted on immediately. *Please note: some cases must go to the court system and can take a lengthy period of time to resolve.*

ANIMAL CONTROL

Licensing – All dogs must be licensed each year and must have a current rabies vaccine and proof of same. Licenses can be obtained at the following local businesses and organizations:

- Animal Rescue League, Rt. 724 & Morgantown Bypass, Mohnton. 610-373-8830.
- Antietam Animal Hospital, 10 Prospect St., Reading. 610-779-4796.
- Cacoosing Animal Hospital, 5100 Penn Avenue, Wernersville. 610-678-2403.
- Fehls Home and Garden, 5369 Allentown Pike, Temple. 610-929-5794.
- FM Brown's Inc, Birdsboro. 610-582-2741.
- FM Brown's Inc, 717 Lancaster Avenue, Reading. 610-375-6165.
- Humane Society, 1801 N. 11th Street, Reading. 610-921-2348.
- Sinking Spring Animal Hospital, 21 Green Valley Road, Sinking Spring. 610-670-5757.
- Tails A Waggin, 2321 Penn Avenue, West Lawn. 610-678-9446.
- For a complete list of locations to purchase a dog license, please visit the County Treasurer's website at <http://www.co.berks.pa.us/berks/cwp/view.asp?a=1156&q=445343>.

Animals at large – Any animal found at large without an owner can be impounded.

Leashed – Dogs must be on a leash at all times when off the owner's property.

If kept outdoors, dogs must be provided appropriate, adequate shelter and water. Any animal can be impounded if it is believed the animal is being abused or is sick.

BARKING DOGS

The owner of the dog can be cited if a dog barks constantly and there is a complaint. There may be times when the complainant will need to testify. The fine for this offence ranges from \$500.00 to \$1,000.00 plus additional fees and penalties per offense, and is set by the District Justice.

CURFEW

- No person under the age of 16 years shall be present in any public street, avenue, alley, park or other public place within the City between the hours of 10 p.m. and 5 a.m. unless accompanied by a parent or guardian.
- No person who is 16 years of age but less than 18 years of age shall loiter, loaf or idle on or about any public street, avenue, alley, park or other public place in the City between the hours of 10 p.m. and 5 a.m.
- No parent or guardian shall permit a violation of either of these provisions.
- Any police officer is authorized to arrest, with or without a warrant, any person or persons violating any provision of this part unless accompanied by a parent or guardian.

Student Curfew

- It shall be unlawful for any juvenile who is subject to compulsory education, or alternative education, to loiter, wander, or be in or upon the public street, road, alley, park, playground or other public place, or the premises of any establishment, vacant lot or any unsupervised place in the City of Reading from 8:30 a.m. to 3:10 p.m. on any day for

- which the school at which such juvenile is enrolled is in session.
- It is unlawful for a parent or guardian to permit this violation.
- No owner or operator of an establishment shall knowingly permit this violation.

EXCESS DISTURBANCE AND NOISE

- No person shall make, continue or cause to be made any noise disturbance; nor shall any person suffer, allow or permit any noise disturbance to be made or continued from or at any property, whether real or personal, that is subject to such person's right to control.
- **Radios, televisions, musical instruments or similar devices –** Loud music is prohibited at any time in such manner as to cause a noise disturbance across a property line, **OR** between the hours of 10 p.m. and 7 a.m. so as to be plainly audible across property lines, **OR** which is audible on a public street for a distance of 50 feet from the place or origin of such sound or noise. This includes vehicles of any type.
- **Yelling or Shouting –** It is unlawful to engage in loud or raucous yelling, shouting, hooting, whistling or singing on the public streets between the hours of 10 p.m. and 7 a.m. **OR** at any time or place in such a manner as to create a noise disturbance.
- **Construction Tools or Equipment –** Operating or permitting the operation of any tools or equipment used in construction operations, drilling or demolition work between the hours of 10 p.m. and 7 a.m. on weekdays and Saturdays **OR AT ANY TIME** on Sundays or legal holidays, such that the sound therefore creates a noise disturbance across a residential real property line, except for emergency work. This also pertains to domestic power tools, loading and unloading, or powered model vehicles.
- **Motor Vehicles-** No person shall operate in a manner that would cause a noise disturbance and or would cause a car alarm to be discharged.
- **Emergency work is exempt from these provisions.**

GRAFFITI REMOVAL

Graffiti is any inscription, work, symbol, figure or making of designs that has been applied, and which is visible from any public property or the public right-of-way, or from any private property. Graffiti may be removed by the owner of the property or by the City with or without consent after a 5 day notice is given to the owner, at no cost to the property owner. You may report graffiti to the Citizen's Service Center at 1-877-727-3234.

INOPERABLE, JUNKED AND/OR ABANDONED VEHICLES

A vehicle is considered abandoned if the Registration OR Inspection is expired. To report an abandoned vehicle call the Citizen's Service Center at 1-877-727-3234.

Please note: processing these vehicles through current State Vehicle Code guidelines takes approximately 2 months.

LITTERING

Littering is not tolerated in any form. No person shall throw, place, deposit or sweep litter or post private advertising matter in any public place such as a street, sidewalk, park or playground. Littering does include the sweeping of debris into the street, and putting household trash into City receptacles. The maximum fine for littering is \$1,000.00 per offense and possibility of imprisonment of not more than 30 days, and is set by the District Justice.

MOTOR SCOOTERS

The operation of unlicensed, unregistered, uninspected, and uninsured motor scooters is prohibited on any sidewalk, street, alleyway or in any park. A motor scooter is defined as any device that is powered by an engine or motor that can be propelled without human force. Anyone violating this law will be fined up to \$500. Police can confiscate the scooter until fines are paid in full.

This law does not apply to the transportation devices used by handicapped individuals.

PARKING OF VEHICLES

- No maintenance, greasing or repair work of vehicles on the streets, except in an emergency. The fine for the first offense is \$70.
- Vehicles can be towed for a variety of reasons
- No parking on private property without the consent of the owner of the property
- It is illegal to "reserve" parking spaces in any manner for ANY reason. Materials in parking spaces used for this purpose will be confiscated.
- It is unlawful for any person to engage in roller-skating, skateboarding, motorized scooters of ANY type, or to ride upon or propel any coaster or other toy vehicle upon any street or sidewalk located in a business district.

RECREATION VEHICLES, BOATS, CAMPERS, ETC.

Large vehicles like recreation vehicles, boats, campers tractors and trailers with a Gross Vehicle Weight Rating (GVWR) in excess of ten thousand pounds (10,000 lbs.) and/or higher than ten feet (10 feet) cannot be parked for more than 1 hour in the following zoning districts:

- R1A, R1, R2, R3 Residential Districts
- Residential Outlet Districts
- Commercial Neighborhood Districts
- Residential Professional Office

Each household may apply to the Police Traffic Enforcement Office for no more than 2 Temporary Parking Permits in each calendar year. Temporary Parking Permits will provide residents with the ability to prepare these vehicles for personal vacations or uses. These permits may only be used in the direct block where the owner resides for no more than 5 days. The cost of each Permit shall be \$10. Prior to the issuance of the citation and fine, notification of this law and a warning of the penalties imposed upon violation shall be posted on the vehicle one time. If the vehicle is not removed within forty eight (48) hours, the enforcement official shall issue a citation and may consider towing the vehicle.

PROPERTY MAINTENANCE

ACCUMULATION OF LITTER

Litter containers are available upon request to be placed on the sidewalk in front of a resident's home. The City will provide a litter container at no cost to the property owner and will empty the container each week. The only responsibility of the property owner is to communicate with the City if the container is overflowing or if the property owner believes that their container is being used for the disposal of another person's household waste. To identify a container that needs to be emptied call 1-877-727-3234.

ANIMAL DROPPINGS

Owners are responsible for picking up their animal's waste immediately on any public right-of-way. On private property, animal waste must be picked up at least daily and removed from the premises. Waste must be bagged and tied before being placed in trash containers for disposal.

BUILDING PERMITS

Applications can be found on the City's website. Permits are necessary for building, electrical work, heating work, plumbing and demolition.

The applicant for a permit will provide an estimated permit value at time of application. Permit valuations must include the total value of work, including materials and labor, for which the permit is being issued such as electrical, gas, mechanical, plumbing equipment and permanent systems. All permits shall be obtained in the Building and Trades Office in City Hall Room 310 or by calling 610-655-6284.

Applicants must identify if the property is located in a Historic District. If the work being completed is an actual trade i.e. electrical, plumbing heating or contracting the permit applicant must be the licensed contractor completing the work. All contractors are required to have updated Certificate of Insurance on file with the City of Reading, this includes business liability insurance and workmen's compensation insurance.

Fee Schedule

<u>Permit fee- labor and materials</u>	<u>Fee</u>
\$0.00- \$250.00	\$12.00
\$250.01- \$500.00	\$20.00
\$500.01- \$1000.00	\$30.00
Fees in excess of the first \$1000.00 shall be \$7.50 for each additional \$500.00.	

GENERAL NUISANCES

All residents are encouraged to report any quality of life violation as soon as possible to the Citizen's Service Center at 1-877-727-3234.

MAINTAINING RIGHT-OF-WAY

All sidewalks and alley ways, which are located in front of and/or aside of properties, and abut City streets, are considered a public right-of-way. It is the property owner's responsibility to maintain these areas and keep them open so that pedestrians have access to them. If you have any questions regarding this issue, please contact the Engineering Department at 610- 655-6265.

The repair and replacement of sidewalks, curbs and alleyways is the responsibility of the homeowner. Residents must maintain the half of the alley adjoining their property. The City of Reading has developed a program that provides homeowners with an affordable way to replace sidewalks, alleyways and curbs. If 51% of the property owners in a block agree to replace curbing, sidewalks or alleyways, the City can provide the block with an estimate, get the project done at a reduced cost, and provide financing over a period of time. For more information on this opportunity please check our website at <http://www.readingpa.gov/documents/intro.pdf> and reference Chapter 21 – Streets & Sidewalks, or call the City Clerk's Office at 610-655-6204.

RENTAL PROPERTIES

Applications for rental permits shall be made to the Department of Code Services (Zoning Office Room 3-03). This information can be found on our website at

<http://www.readingpa.gov/documents/rentals.pdf>. Permits will be issued to be effective as of July 1st thru June 30th of each year and shall continue in effect for one calendar year. An application package will be sent to the last known address of all permit holders by April 30th. It is the permit holder's responsibility to request said application if not received by this date. Annual renewal applications for permits shall be submitted, with the required fees, between May 1st and June 30th of each year. All annual renewal applications received after July 1st of each year shall be subject to a doubled fee.

Every permit issued shall be maintained by the owner of the dwelling at all times and shall be produced upon demand to any law enforcement officer. Permits issued may be transferred to a new owner. New owners applying for permits after July 1st but before June 30th of the following year shall have the cost of those permits prorated according to the number of months remaining in the licensing year. New owners taking possession of a property with the capacity of being rented must apply for rental permits within 10 days of taking possession or within 10 days of settlement.

In addition to a rental permit, you must also contact the Tax Administration Division to obtain a Business Privilege License.

SHOVELING SIDEWALKS

Residents and businesses are responsible for clearing a 36-inch wide path that fronts or abuts a sidewalk on the same day of the cessation of any fall of snow, sleet or freezing rain or within the first 24 hours after the cessation of any such fall. Residents are prohibited from throwing snow from their sidewalks or parking spaces into the street. To report a failure to clear a path, call 1-877-727-3234.

SHRUB AND TREE OVERHANG

Foliage from tree limbs overhanging sidewalks must be kept trimmed.

SIDEWALKS

The adjacent property owner is responsible for maintaining sidewalks in good repair and free of all obstructions. The property owner is also responsible for removing snow from such, within 24 hours after the snow has stopped.

STORM DRAINS

It is unlawful to place any type of trash, debris, yard trimmings, chemicals, waste oil, etc., in the City's storm drains. Any person observing such a violation should report the incident to the City immediately.

To report a violation, weekdays between 8:00a.m. and 5:00 p.m. call 1-877-727-3234. After hours and on weekends and holidays, call the Police Department at 610-655-6116.

SWIMMING POOLS

The Zoning Officer must approve swimming pool plans and setbacks for all types of pools, pursuant to Part 10 of the City Codified Ordinance – Zoning Requirements. Contact the Zoning Office (610-655-6343) and Division of Codes (610-655-6214) for more information.

YARD AND GROUNDS MAINTENANCE

- Property owners are responsible for cutting grass and weeds as often as necessary to prevent the growth from exceeding 6 inches in height.
- Trash must be removed from the premises to prevent health and safety hazards.
- Trash and recycling may not be stored within the public right-of-way. All trash must be stored in the rear of the property and shall be put out for collection no earlier than 8:30 p.m. the day before collection, and all trash and recycling containers shall be removed from the right-of-way before 8:00 p.m. the day of collection.
- Property owners are responsible for maintaining the public right-of-way, including alleys between property lines.

- Animal waste must be removed by the owner at parks and public streets immediately.
- Animal waste must be removed daily by the owner on private property.
- No person shall place or use outside of any structure any indoor furniture, except if said placement is temporary to facilitate maintenance therein.
- Complaints regarding persons who fail to comply with codes can be made to the Citizen's Service Center at (toll free) 1-877-727-3234.

YARD SALES

The city allows people to have 4 yard sales a year - one every 3 months. If a person does not obtain a permit or continuously has these sales, the zoning office will send out enforcement notices. More than 4 yard sales a year are considered commercial by the city rather than an incidental accessory activity for a property owner. No yard sale may last more than two consecutive days between 8a.m. and 6p.m.

SOLID WASTE

Trash collection and hauling is handled by private haulers licensed by the City. Property owners must provide evidence to the Department of Public Works of a current agreement/contract with a licensed hauler. As a property owner, it is your sole responsibility to contract with a licensed hauler for the collection and disposal of all trash from your property(s).

Only a licensed hauler shall collect, transport or dispose of your trash or recyclables within the City of Reading.

CITY OF READING SPONSORED TRASH COLLECTION PROGRAM

WHO can be included?

Any property with four (4) or fewer residential units may participate in the City of Reading's weekly curbside collection program.

WHAT will be collected?

The City of Reading curbside trash collection program includes the following service:

- Weekly curbside collection of eight (8) thirty-five (35) gallon bags of trash per week. Trash must be placed directly in front of your property before 6:30am on your collection day.
- One bulky item per week-per household will be collected.
Bulky item stickers are no longer necessary.
- Items which contain Freon (refrigerators & air conditioners) must have the Freon removed prior to collection. The certificate from the licensed remover must be placed on the item prior to pick up.
- **NO tires or yard waste will be accepted.**
- Concrete MUST be broken into small pieces.
- Construction debris must be bundled and is considered a bulky item.

HOW MUCH will it cost?

\$50.70 per unit, per quarter. (\$202.80 a year).

WHERE will the trash be collected?

Trash should be placed on the curb directly in front of your property before 6:30AM.

Have questions on what will be picked up or how much it will cost? Call the Solid Waste Office at 1-877-PAREADING (1-877-727-3234).

RECYCLING COLLECTION

Recycling collection is the same day as Trash Collection.

Items to be placed in the green recycling container include green, brown and clear glass; aluminum bimetallic and tin cans and aluminum pie pans; and all plastic containers marked with the recycling symbol #1 - #7 on the bottom. Rinse all containers and remove lids.

Badly damaged containers may be exchanged for a new container at City Hall, Solid Waste Office, 815 Washington St, 2nd Floor. The containers are the property of the City and should remain with the dwelling in the event the resident moves.

Excess recycling materials may be placed in clear plastic bags.

Paper such as newspaper, magazines, phone books, paperback books, junk mail, corrugated boxes and food boxes without wax or plastic inserts should be tied or placed in brown grocery bags that are placed on top of the recycling container. All cardboard boxes must be flattened and cut into pieces smaller than 24".

Non- recyclable items: aluminum foil, aerosol cans, paint cans, window glass, light bulbs, drinking glasses, broken bottles, mirrors, kitchen ware, Pyrex glass, plastic bags, Styrofoam items, toys, pizza boxes and milk cartons.

Recycling is required in all City of Reading residences, workplaces, restaurants, office buildings, schools and apartment buildings.

For additional information on this program please contact the
Solid Waste Office at
1-877-PAREADING (1-877-727-3234).

YARD WASTE COLLECTION

TREE TRIMMINGS

The City will pick up tree trimmings at the curbside by appointment. The maximum pile for collection is 3' high, 4' wide by 5' long. Branches may not exceed a length of 4' or a diameter of 3". Our service is intended to collect material generated from minor tree pruning and maintenance. If you are removing a tree or performing major re-landscaping, please make arrangements with your contractor to remove the material for you. Please call Public Works at 610-655-6285 for more information.

BUSH/YARD WASTE

The City will pick-up the items in biodegradable bags by appointment only. Please call Public Works at 610-655-6285.

LEAVES

The City collects loose leaves along a prepared route with a general schedule during the fall months. Please call 1-877-727-3234 for more information.

CHRISTMAS TREE DROP OFF

Residents can dispose of Christmas trees at City Park and Schlegel Park between December 26th and January 31st. Signs will be located for the exact drop off location at designated sites.

DUMPSTERS

All containers that are placed within the public right-of-way require a permit from the Codes Department. For additional information please contact Codes at 610-655-6285.

HOUSEHOLD HAZARDOUS WASTE

Please visit the City of Reading website for specific information on acceptable materials and drop-off locations at <http://www.readingpa.gov/documents/2007hhwbrochure.pdf> or call 610-655-6278.

HOLIDAY COLLECTION SCHEDULE

Whenever a scheduled collection day falls on a holiday, collection will be done the following day. Every collection day following on that week, will be delayed for one day. Example: New Year's Day is on Monday, January 1, 2007. Monday's zone (18th Ward & Glenside) will be picked up on Tuesday, January 2, 2007. Tuesday's zone (the Northwest area) will be collected on Wednesday, January 3, 2007, and so forth.

HOLIDAYS INCLUDE:

- New Year's Day: January 1
- Memorial Day: last Monday of May
- Independence Day: July 4
- Labor Day: first Monday in September
- Thanksgiving: fourth Thursday in November
- Christmas Day: December 25

GENERAL QUESTIONS OR TO REPORT PROBLEMS

CALL THE

CITIZEN'S SERVICE CENTER

1-877-727-3234

Monday thru Friday 8am to 5pm

Se habla español.

STREETS AND SEWERS

SNOW REMOVAL

The Public Works Department is responsible for clearing 174 miles of roadway following snowfalls. Residents and businesses are responsible for clearing the sidewalks in front of their properties within 24 hours of a snowfall. Residents are prohibited from throwing snow from their sidewalks or parking spaces into the street.

STREET SWEEPING

To keep our city roads safe and clean nearly 150 miles of downtown streets are swept and cleaned on a weekly basis. Other areas of the city are swept monthly or on an as-needed basis.

In the fall, leaves are collected throughout the City using 4 vacuum trucks, a loader and 3 dump trucks. The material is then shredded and used to create compost. For the schedule, please call 1-877-727-3234.

POTHoles/CITY PATCHING CREWS

The Streets Department repairs all pot holes in the City, replaces all utility cuts and seals all cracks in the City streets. For further information or to report a pothole, please call 1-877-727-3234.

SANITARY SEWERS

The Public Works Sewer Team maintains both the sanitary and storm sewer lines. This team maintains approximately 165 miles of sanitary sewer lines including more than 2,300 manholes to convey wastewater to the City's Wastewater Treatment Plant for treatment and effluent discharge to the Schuylkill River. Their preventive maintenance program includes cleaning, televising, and root control throughout the sanitary sewer collection system in order for the wastewater leaving your home to be conveyed without problem.

In the event of a blockage or clog that is evident at your residence, please contact your plumber prior to contacting the City. Additionally, you can check with your neighbors to determine if they are experiencing a similar problem.

If your plumber is unable to open the line from your home to the sanitary sewer main, please contact the sewer team at 610-655-6008, Monday through Friday from 7 a.m. until 3:30 p.m. After hours, please call 610-655-6300 for a wastewater plant operator to initiate the response team. Be sure to provide the accurate street address and a telephone number where you may be reached.

STORM SEWERS

The Sewer Team also maintains more than 70 miles of storm sewers including more than 3,400 catch basins. The team removes debris and makes repairs to this system in order to convey rainwater cleanly and freely from the road surfaces and rooftops to the Schuylkill River. Your cooperation is appreciated in ensuring that no trash, recyclables or other fluids are placed into this system, since it is a direct conduit to the Schuylkill River.

An excerpt from of DEP's "When It Rains, It Drains" brochure, which discusses the impact that you as a resident have on the overall quality of rainwater reaching the waterways, is included here.

WHEN IT RAINS, IT DRAINS

Rain by nature is important for replenishing drinking water supplies, recreation, and healthy wildlife habitats. Normal rainfall becomes a problem only when pollutants from activities like maintenance, lawn care and dog walking are left on the ground for rain to wash away. Here are some of the most important ways to prevent storm water pollution:

- Proper disposal of hazardous substances such as used oil, cleaning supplies and paint. These should never be poured down any part of the storm-sewer system. People who do so should be reported.
- Pesticides, fertilizers, and herbicides must be used properly and efficiently to prevent excess runoff.
- Look for signs of soil and other pollutants, such as debris and chemicals, leaving construction sites in storm water runoff or tracked into roads by construction vehicles. Report poorly

managed construction sites that could impact storm water runoff to our community.

- Install innovative storm water practices on residential property, such as rain barrels or rain gardens, which capture storm water and keep it on site instead of letting it drain away into the storm sewer system.
- Report any discharge from storm water outfalls during times of dry weather – a sign that there could be a problem with the storm water system.
- Pick up after pets and dispose of their waste properly. No matter where pets make a mess – in a backyard or at the park – storm water runoff can carry pet waste from the land to the storm sewer system to a stream.
- Store materials that could pollute storm water indoors and use containers for outdoor storage that do not rust or leak to eliminate exposure of materials to storm water.

Where to go to continue the information flow

Your community is preventing storm water pollution through a storm water management program. This program addresses storm water pollution from construction, new development, illegal dumping to the storm sewer system, and pollution prevention and good housekeeping practices in municipal operations. It will also continue to educate the community and get everyone involved in making sure the only thing that storm water contributes to our water is.... Water! Contact your community's storm water management program coordinator or the Pennsylvania Department of Environmental Protection for more information about storm water management.

WASTEWATER TREATMENT

The City of Reading owns and operates a regional wastewater treatment plant that treats wastewater from the City as well as from 13 contributing suburban municipalities. In addition, the wastewater staff maintains four pumping stations used to convey wastewater to the treatment plant as well as one storm-water pumping station. The wastewater treatment plant is located along State Route 10 (Morgantown Road).

The plant is staffed 24 hours a day, 7 days a week, and phone calls are investigated immediately once a complaint is lodged.

The City's Wastewater Treatment Plant and largest pumping station has a current design capacity of 28.5 million gallons per day. In addition to operating and maintaining the plant, staff also performs routine laboratory analyses to monitor the process and assess the quality of the effluent in accordance with our permit. Finally, the wastewater personnel implement a federally mandated industrial pretreatment program which permits non-residential users to ensure that their discharge does not create environmental harm to the Schuylkill River or operational problems for the treatment plant.

Residents who have a complaint about a wastewater-generated odor should contact 610-655-6300.

ENGINEERING

SEWER CONNECTIONS

A request to connect a property to the City's sanitary sewer system should be forwarded to the Engineering Department at 610-655-6265.

DIGGING

Before digging up any street in the City or cutting into any street surface, an application for permit must be obtained from Engineering at 610-655-6265. Cost is based on the cut size.

CURBS, SIDEWALKS, DRIVEWAYS

Before making any repairs to curbing, sidewalk and driveways, a permit must be obtained from Engineering. You can reach them at 610-655-6265. Cost is based on work to be done.

HANDICAPPED PARKING SIGNS

The city will install a Handicapped Parking Space in front of a property if approved by the City's Traffic Planner. In making the final determination, the Planner shall be limited to granting no more than 2 handicapped parking spaces per block where there is parking permitted on both sides of the street and 1

handicapped parking space per block where parking is permitted on only 1 side of the street.

The applicant or someone residing in the applicant's residence shall meet the following criteria: there must be legal parking in the street in front of the applicant's residence, the applicant must be wheelchair confined and/or must have a cardiac condition to the extent that the person's functional limitations are classified in severity as Class IV of the American Heart Association and/or is caring for a minor child with a severe physical or mental disability and/or is restricted by lung disease and there must be at least twenty-five (25') feet of parking space directly in front of the property. Applicant must also meet with the City Health Officer.

If these criteria are not met, the applicant must obtain the signatures of the persons who own the adjacent properties stating that they have no objections to a handicapped parking space being erected. Resident must have a handicap license plate or placard on their vehicle, which must be obtained from AAA or a notary. Contact Traffic Engineering for application form at 610-655-6265.

PLEASE NOTE: If the handicapped person moves from the residence and the spot is no longer needed, please contact the City.

TRUCK LOADING/PICK UP ZONES

The City will install loading and pick up zone spaces in front of businesses for a one-time fee of \$80.00 after approval by the Traffic Planner. Contact Traffic Engineering for application form at 610-655-6073.

TRAFFIC SIGNALS

The City maintains all traffic signals. Reports of burnt out signal bulbs and/or non-working signals should be forwarded to the Citizen's Service Center at 1-877-727-3234.

STREET LIGHTING

Requests for new street lighting and/or reports of burnt-out bulbs should be forwarded to the Citizen's Service Center at 1-877-727-3234.

READING AREA WATER AUTHORITY

The mission of the Reading Area Water Authority is to provide water to our customers that is of the highest quality while being at an affordable price with the highest level of service, ensuring around the clock service and a concern to any problem from our entire organization. Delivering dependable, quality, affordable water is the goal to our customers.

You may contact the Water Authority at 610-655-6084, or visit their website at <http://www.readingpa.gov/rawa.asp>.

COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department (CD) is responsible for planning, historic preservation and urban redevelopment in the City of Reading. CD works closely with other City departments, boards, authorities, commissions, as well as many other governmental and civic organizations to manage all aspects of planning and development in Reading.

You can visit their website at http://www.readingpa.gov/community_development.asp.

ONE STOP SHOP CENTER

The City of Reading has established a One Stop Shop Center which provides a simultaneous plan review and consultation with all departments necessary for building in the City.

The One Stop Shop is held every Thursday in City Hall, Room 3-03, with appointments available beginning at 9a.m.

A step-by-step guide to the one stop shop and permitting process is available from the Building & Trades Division by calling 610-655-6284 or visiting their office in City Hall, Room 3-10.

An applicant is welcome to come back to the One Stop Shop Center more than once for further discussion of issues not required to be addressed by City Boards and Commissions prior to approval by City Departments. However, neither approvals nor permits will be granted at the time of the workshop. Permits and approvals must be obtained on an individual basis from the appropriate Department or Division. This will also be the case if approval is not required by the City Zoning Hearing Board, Planning Commission, Historical Architectural Review Board or any other Board or Commission.

PLANNING

The City's Planner works with residents, businesses, developers, government agencies and nonprofit organizations on preparing plans for presentation to the Planning Commission, making sure they are consistent with the Subdivision and Land Development Ordinance (Chapter 22 of the Codified Ordinances) and the City Zoning Ordinance (Chapter 27). The City Planner also assists with environmental and geotechnical studies necessary for approval of plans for new construction.

The Planner is also responsible for preparing and updating miscellaneous neighborhood and redevelopment plans, studies, reports and maps.

The Planning Commission meets every second Tuesday of the month to consider plans that have been submitted for its approval.

For additional information on Planning Office activities in Reading, please call 610-655-6443, or visit http://www.readingpa.gov/bac/bac_planning_commission.pdf for meeting times and a list of members of the Planning Commission.

HISTORIC PRESERVATION

In 1978 the City of Reading created the Callowhill Historic District, the City's first locally designated historic district. The Prince Historic District and Centre Park Historic District followed in 1982, and the Penn's Common Historic District in 2005. Each of these areas maintains a distinctive character, reflecting the rich architectural and historical heritage of the City. Collectively the four locally designated districts represent over two centuries of building traditions and lifestyles in Reading.

The **Callowhill Historic District** covers the nine-block corridor of Fifth Street from Buttonwood Street south to Laurel Street, and from 348 Penn Street to 601 Penn Street. The 253 acre historic district derives its name from the maiden name of William Penn's second wife, Hannah Callowhill Penn, mother of Thomas and Richard Penn who founded the City. Fifth Street had originally been designated "Callowhill Street" in her honor. As the core of the district is one of the first areas developed in the City, and a diverse collection of residential and commercial architecture from the early to late nineteenth century is represented.

The **Prince Historic District** includes over 800 sites along the Sixth Street corridor between Cherry and Canal Streets. The area is predominantly residential, but it includes significant examples of ecclesiastical and commercial architecture. About three-quarters of the existing buildings were constructed between 1850 and 1890.

The **Centre Park Historic District** is in the north-central part of the City, surrounding a small park that gives its name to the district. It is a predominantly residential area consisting of 840 sites which feature a wide variety of architectural styles and a high level of craftsmanship. Most of the residential development occurred between 1895 and 1915 when trolley service made the neighborhood one of Reading's first suburbs.

The **Penn's Common Historic District** is situated on the lower slopes of Mount Penn. The 116 acre district encompasses Penn's Common (City Park) and the surrounding neighborhood. It is one of the most fascinating areas of the City, with a rich architectural and historical heritage. Primarily residential in character, the district features a range of architectural styles including Federal

style row homes, Queen Anne style single homes, row homes and commercial buildings, unique Chateausque and Romanesque rows, and elegant Georgian homes.

Queen Anne Historic District

The Queen Anne Historic District is the City's first historic district listed in the National Register of Historic Places. The district is located in the northwestern corner of Reading adjacent to the western boundary line of the locally-listed Centre Park Historic District, and between the western section of the CONRAIL railroad tracks to the south, the Schuylkill River to the west and the Riverside neighborhood to the north. The Queen Anne Historic District is an intact concentration of late 19th through early 20th century urban buildings primarily composed of Queen Anne, the district's namesake, and Late Victorian semi-detached houses and row homes with a small number of singles houses, large stone churches and small scale commercial buildings along the district's main thoroughfares.

HISTORIC DISTRICT ORDINANCE

The City's Historic District Ordinance protects the four locally designated districts. The Ordinance provides for a review procedure prior to the commencement of any construction or maintenance work visible from the public right-of-way within the districts. Simple maintenance and repairs may be processed quickly through the City's Historic Preservation Office, which can be reached at 610-655-6414. More complicated additions, remodeling or restoration require review by the Reading Board of Historical Architectural Review (HARB) through the following procedure:

1. Apply to the Historic Preservation Officer for a Certificate of Appropriateness (COA) prior to obtaining any required building permits. COA applications are available in the Historic Preservation Office, Room 3-03.
2. Complete the COA application, including all specifications for proposed exterior alterations or modifications (submit paint color samples, material samples, and detailed drawings illustrating finished dimensions for signs, new construction and alterations).

3. Submit the completed application along with necessary attachments to the Preservation Office ten working days prior to the regularly scheduled meeting of the HARB. The HARB meets on the third Tuesday of every month.
4. Attend the HARB meeting. Attendance is not mandatory, but is strongly recommended. The HARB will review the application and render a decision at the meeting.
5. Certain proposed improvements may require review by the City Council as per the Historic District Ordinance.
6. Once the COA is issued, a building permit may be obtained.

FAÇADE IMPROVEMENT PROGRAM

The Facade Improvement Program provides incentives to owners of commercial and residential properties in all locally designated Historic Districts, Reading's Central Business District, and properties considered significant historic resources as determined by the City's Historic Preservation Officer to rehabilitate and restore these buildings to their original character, in turn stabilizing and improving neighborhoods while strengthening property values and encouraging future investment and development. Improvements undertaken with funds from the Facade Improvement Program must conform to the *United States Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*, which provide guidance for retaining and preserving the historic character of property. The Standards require that existing historical and architectural features that are important in defining the historic character of a structure be retained and preserved or restored. Improvements that will adversely affect a building's historic character are not eligible. Improvements made to buildings located within the boundaries of locally designated Historic Districts require review by the Reading Board of Historical and Architectural Review before a facade improvement project is undertaken.

Funding for commercial structures is provided in the form of a 50/50 matching grant up to a maximum grant of \$20,000.00. Co-

violations on the exterior must be addressed before less critical work can be undertaken.

Funding for residential structures is provided in the form of a 50/50 matching grant up to a maximum grant of \$5,000.00. A health and safety inspection of the building's interior will be required to address code violations and the interior must be code compliant before the façade improvement project can begin. Code violations on the exterior must be addressed before less critical work can be undertaken.

For information please contact the City of Reading Historic Preservation Office at 610-655-6414.

ECONOMIC DEVELOPMENT

The Economic Development activities of this department are focused primarily in creating jobs by attracting new businesses to the City and helping existing businesses grow. Our mission is to make it easier and cheaper for businesses to get the capital they need to invest and expand in the City. If you are looking for affordable space, to buy new equipment or hire more employees to support your growth, the City has the ability to access various Federal and State financing programs to suit your needs, whether you're a business start up or a Fortune 500 corporation. Contact the Economic Development Office at 610-655-6211.

ZONING IN THE CITY OF READING

The Zoning regulations in the City of Reading control land use, density, height, and bulk characteristics on properties. All construction, development and business uses must conform to the requirements within the Zoning Ordinance and Zoning Map adopted by the governing body.

Any person or organization seeking to undertake new construction, make alterations, build additions to existing buildings, or operate any business should first consult with the City of Reading Zoning Office to determine whether the proposed project conforms to the City's Zoning Ordinance.

Examples of changes and uses that require zoning permits are:

- New construction & additions
- Fences, porches, sheds, garages, swimming pools, decks
- Driveways, paving and parking areas
- Conversion of uses such as from owner occupied single family use to rental use, single family to business use
- Permanent and temporary signs
- Changing the owner or operator of a business AND creating a new business
- Creating an in-home business
- Roommate housing arrangements
- Bottle clubs, taverns and bars
- Group homes & boarding houses

Zoning Ordinance

The complete Zoning Code is in the Codified Ordinances. Copies are available in the City Clerk's Office, Zoning Office, Reading Public Library and the Berks County Law Library. This document can also be found on the City's Web Site at <http://www.readingpa.gov/documents/Zoning.pdf>.

If the proposed project conflicts with the Zoning Ordinance or Zoning Map the Zoning Administrator determines if zoning relief is required. The Zoning Hearing Board may approve a variance or a special exception, and hears appeals of denials. City Council may need to review and approves conditional uses. If an application is denied, the applicant may either modify the project proposal to conform to zoning regulations or apply for relief from the Zoning Hearing Board.

The Zoning Office has up to thirty (30) days to approve or deny a permit.

Variance

A resident may apply for a variance if their project does not conform to use or area requirements of the Zoning Ordinance. The Board may hear requests for variances where it is alleged that the provisions of the Part inflict unnecessary hardship upon the

applicant. The Board may grant a variance only if the following conditions are determined to exist:

- There are unique physical circumstances or conditions (including irregularity, narrowness or shallowness of lot size or shape, or exceptional topographical or other physical conditions peculiar to the particular property) and that the unnecessary hardship is due to such conditions and not the circumstances or conditions generally created by the provisions of this Part in the neighborhood or district in which the property is located.
- Because of such physical circumstances or conditions there is no possibility that the property can be developed in strict conformity with the provisions of this Chapter and that the authorization of a variance is therefore necessary to enable the reasonable use of the property.
- Such unnecessary hardship has not been created by the appellant.
- The variance, if authorized, will not alter the essential character of the neighborhood or district in which the property is located, nor substantially or permanently impair the appropriate use or development of adjacent property, nor be detrimental to the public welfare.
- The variance, if authorized, will represent the minimum variance that will afford relief and will represent the least modification possible of the regulation in issue.

In granting any variance, the Board may attach such reasonable conditions and safeguards, as it may deem necessary to implement the purposes of the Ordinance.

Special Exception

Special exception uses shall not be permitted if they:

- Substantially increase traffic congestion.
- Adversely impact the public safety.
- Overcrowd the land or create excessive population densities.
- Impair an adequate supply of light and air to an adjacent property.
- Are inconsistent with the surrounding zoning and uses.
- Adversely affect the comprehensive plan of the City.
- Unduly burden public facilities and infrastructure.

- Are detrimental to the appropriate use of an adjacent property.
- Endanger the safety of persons or property by improper location or design of facilities for ingress or egress.
- Otherwise adversely affect the public health, safety, morals or general welfare.

Conditional Use

Residents may apply for a conditional use permit if their proposed use is among those listed in the Zoning Ordinance at §27-1203. Conditional uses may be granted if the resident's plan meets the requirements listed for each type of conditional use.

The monthly meetings of the Zoning Hearing Board are televised on the Municipal Access Channel (MAC), Comcast channel 99. For specific dates and times go to www.bctv.org or [http://www.readingpa.gov/bac/bac zoning hearing board.pdf](http://www.readingpa.gov/bac/bac%20zoning%20hearing%20board.pdf).

Conditional uses will not be permitted if they meet any of the criteria listed under Special Exceptions.

For more information please contact the City of Reading Zoning office at 610-655-6343.

BOARD OF HEALTH

The Board of Health works to protect the public health by:

- Monitoring the health status of the City to identify community problems
- Diagnosing and investigating health problems and health hazards in the City of Reading
- Informing, educating, and empowering the citizens and residents of Reading about health issues
- Mobilizing community partnerships and taking action to solve problems
- Analyzing and developing policies and plans that support individual health efforts.

For a complete list of Board of Health members and meeting times, please visit

http://www.readingpa.gov/bac/bac_board_health.pdf . You may also contact them at 610-655-6205.

CITY COUNCIL

Under the Home Rule Charter, the City of Reading is divided into six Council districts, with each district electing one Council member. District-elected Council members are elected to represent the voice of their constituents and are to act as a body to make decisions in the best interest of the entire City. The President of Council is elected at-large. The President of Council is the presiding officer of Council and has the same voting powers as the other six Council members. The President interacts with the Mayor and other governmental entities and represents the voice of Council. You can reach the President of Council or your District Councilor by calling 610-655-6204 or council@readingpa.org.

The City of Reading City Council meetings are as follows:

Committee Meetings- 1st and 3rd Mondays starting at 5p.m. in the Council Offices

Regular Meeting- 2nd and 4th Mondays starting at 7p.m. in Council Chambers

Work Sessions- 3rd Monday starting at 7p.m. in the Penn Room

If a citizen wishes to address Council at a Regular Meeting, he or she must register with the City Clerk before the meeting. The City Clerk may be reached at 610-655-6204. Regular Council Meetings and Work Sessions are televised live on BCTV MAC Channel 99 and are replayed at various times during the week. For specific meeting replay times check www.bctv.org. You may also visit the Council's website at http://www.readingpa.gov/city_council.asp.

For a map of the City's Council districts, you may visit http://www.readingpa.gov/documents/reading_council_districts.pdf . For biographies of the current Council members, you may visit http://www.readingpa.gov/council_members.asp.

VOTING

You must be registered with the County Elections Office to vote. You may register to vote if:

1. You will have been a US citizen for at least 30 days preceding the election
2. you will be at least 18 by the day of the election,
3. you will have lived in your election district at least 30 days preceding the election.

Please note: you must re-register if you have changed your name, your address or your party affiliation.

You may register in person at the Berks County Elections Office in the County Services Center, 633 Court Street, First Floor; or you may register using Voter Registration forms. These forms are available in the County Elections Office, state legislators' offices, post offices, state offices, liquor stores, and libraries.

For information about registration, where to vote and whether you are currently registered, or about absentee ballots, call the Berks County Elections Office at 610-478-6490. Their website is <http://www.co.berks.pa.us/elections/site/default.asp>.

Primary Elections

In order to vote for candidates in a primary election you must register by political party. If you do not designate a party, you may vote only on ballot issues in a primary election.

TAXES

CITY OF READING TAXES

Tax Administration is responsible for the billing, record keeping, administration and collection of all taxes levied by the City of Reading and the Reading School District.

The following taxes are administered by the Tax Division:

REAL ESTATE TAX –CITY AND SCHOOL

The assessment of all city properties is established by the Berks County Assessment Office at 100 percent of the market value, but the millage for each tax is determined by the City of Reading and the Reading School District separately.

For 2007, the City of Reading property millage rate is 10.9 mills, or \$10.90 per \$1,000.00 of assessed property value. For example, if a property is assessed at \$50,000.00, the City Property Taxes would be \$545.00 (\$50,000 x .0109). Billing for City Property occurs in March.

School Property Taxes are also collected by the City of Reading, and the millage rate for 2006 was 19.75 mills. Billing for School Property occurs in July.

Act 511 Taxes: Under State Act 511, the City of Reading collects the following taxes:

Admissions - The Admissions Tax is imposed upon the admission to places of amusement that are owned or partially owned by the City of Reading at a rate of 5% of the established price charged.

Business Privilege Tax/License

Rates:	<u>City of Reading</u>	<u>Reading School District</u>
Wholesale	.0005	.0005
Retail	.00075	.00075
Service/Commissions/Rental	.0015	.00075

A Business Privilege Tax License must be obtained for all businesses and displayed in a place of prominence. The Business Privilege License is \$55.00 for 2007.

Earned Income (Employer and Individual)- Earned Income Tax: The rate for effective July 1, 2007 is 22.7%, split as follows:

<u>City of Reading</u>	<u>Reading School District</u>
1.2%	1.5%

Emergency Municipal Services Tax- Emergency and Municipal Services Tax\$52.00/year.

Per Capita Tax- Per Capita Tax: \$15.00/year, split as follows:

<u>City of Reading</u>	<u>Reading School District</u>
\$5.00	\$10.00

THIRD CLASS CITY CODE: In addition to the Business Privilege Tax, Third Class Licenses must be obtained for the following:

Amusement Device	\$40.00
Bowling Alley	\$20.00
Coin Operated Riding Devices	\$20.00
Dance Hall	\$15.00
Juke Box	\$40.00
Livery	\$100.00
Market House	\$100.00
Movie Theater	\$100.00
Newspaper Vendor	\$10.00
Pawn Broker	\$100.00
Peddler	\$15.00
Pest Control	\$75.00
Pool Table-Coin	\$40.00
Pool Table-Non-Coin	\$20.00
Public Dump/Junkyard	\$100.00
Public Exhibition	\$15.00
Rendition of Services	\$30.00
Shuffleboard-Coin	\$20.00
Solicitor	\$30.00
Stage Production	\$100.00
Taxicab	\$10.00
Taxicab-Maximum	\$100.00
Utility	\$100.00
Vendor W/O Vehicle-Pushcart	\$30.00
Vendor with Vehicle	\$100.00
Waste/Rag	\$100.00

You can contact Tax Administration at 610-655-6337 or visit their website at http://www.readingpa.gov/finance_tax_administration.asp or email questions to tax@readingpa.org.

OFFICE OF NEIGHBORHOOD DEVELOPMENT

The Office of Neighborhood Development (OND) is the newest office of the City of Reading. It began in 2004 as one of four major efforts of Mayor Thomas McMahon's commitment to reduce crime, cultivate economic growth, balance the budget, and rebuild neighborhoods in the City of Reading.

Rebuilding neighborhoods in Reading is a quality of life initiative to empower and enable residents to bring about changes in their own communities. It is not a brick and mortar effort. (That is the role of the Community Development Office.) The OND seeks to assist neighborhood organizations (NOs) in identifying and solving problems that affect residents in their daily lives. Some areas of concern that NOs have addressed include crime and gang activity, litter and trash, graffiti, abandoned cars and properties and other codes violations. Programs include neighborhood litter cleanups, alley and abandoned lot debris/trash removal, crime watches, youth mentoring/activities, park and playground mural painting, small business development, community parties and various social activities.

There are over 30 neighborhoods in the City that have created neighborhood organizations. Their efforts to rebuild neighborhoods are as different and individual as each neighborhood. The projects that are adopted are determined by the leadership from each neighborhood organization through input from their residents. Leaders of the NOs are elected at NO meetings that are usually held each month during the non-winter months. These leaders meet monthly with other leaders from around the city at the Council of Neighborhoods. At this meeting ideas from the OND, other city offices, as well as other NO leaders are discussed for application across the city. As of late 2007 several new NOs are in planning.

Volunteers are the key to the success of neighborhood rebuilding. The OND provides opportunities for individuals and organizations to get involved in this process. In the non-winter months the OND works with dozens of organizations and hundreds of persons that

want to be a part of making a difference in the city. There are over twenty different activities that volunteers can be involved.

Some activities sponsored by the OND are:

Mayor's Neighborhood Matching Grant Program. This mini grant program is for funding projects that are neighborhood-identified projects. Grants amounts range up to \$2,500 and must be a partnership with the neighborhood organization. Applications can be obtained through OND, the Mayor's or Managing Director's Offices.

Citizen's Code Inspection Program. This is a volunteer program run by a partnership between the OND and the Codes Service Department. Volunteers are trained by the Codes Department to recognize quality-of-life issues, and then work with the NOs around the city to identify neighborhood problems and forward their observations to the Codes Services Department.

Great American Cleanup and neighborhood cleanups. Reading Beautification, Inc. in partnership with OND sponsors the largest annual cleanup in the city. This April event draws over 1,500 volunteers that remove over 30 tons of litter and trash. Throughout the rest of the year the two organizations cosponsor numerous neighborhood-focused cleanups.

For information regarding these and other neighborhood activities, or if you wish to volunteer, contact the Office of Neighborhood Development at 610-655-6277. You can also visit the City of Reading website or contact the Citizen's Service Center.

MUNICIPAL COMMUNICATIONS

BCTV (Berks Community Television) telecasts programs of community interest on Comcast Channel 13. All programs are telecast live originally and are open to home viewer participation. When there are no live or replayed programs on BCTV, there is a community bulletin board on the channel.

MAC (Municipal Access Channel) is the channel dedicated to the City of Reading to provide communication between City

government and the citizens of the City. MAC is Channel 99 on Comcast. City Council meetings and workshops and meetings of several boards and commissions are telecast live on MAC and taped for replay. Every Thursday evening there are live programs on MAC about different City departments and services. The MAC bulletin board publicizes City services and programs, in addition to neighborhood meetings and other information about the city.

PARKS AND PLAYING FIELDS

The following is a list of all parks and field houses and the activities at those sites.

RECREATION AREAS

3rd & Spruce Recreation Center: 3rd & Spruce Streets

Hours: M-F 3:30-8:00 Membership fee: \$6.00 per year

Activities

- | | |
|----------------|--|
| -Table Games | - Music & Drama |
| -Pool | - Field Trips |
| -Ping-Pong | - Movies |
| -Foos-Ball | - Kids Cafe |
| -Arts & Crafts | -Athletic Activities (Basketball, Volleyball, etc.) |

11TH & Pike Recreation Center: 11th & Pike Streets

Hours: M-F 3:30-8:00 Membership fee: \$7.00 per year

Activities

- | | |
|--------------|--------------------------------|
| -Table Games | - Music & Drama |
| -Pool | -Arts & Crafts |
| -Ping-Pong | -Athletic Activities |
| -Foos-Ball | (Basketball, Volleyball, etc.) |

NEIGHBORHOOD CENTERS (Field houses)

Keffer Park - 3rd & Exeter Streets

- Ages: 7 to 15 years old.
- Hours: M-F 3:30 to 8:00pm

Field house activities are of the low-power type.

- Pool
- Board Games
- Art's & Crafts
- Foos-Ball
- Ping Pong
- Kids Café
- Movies

Note: There are no athletic activities and no charges at the field houses.

SKATEBOARD PARK

The Skateboard Park is located in Pendora Park on 19th and Forest Streets.

The equipment is very durable and safe. All safety rules must be followed (i.e. helmets, pads, etc.).

PLAYGROUNDS

Hours M-F 10:00am to 4:30pm

Playgrounds are open for all types of activities in the summer months (June to August). Playgrounds are staffed with instructors who are well trained in arts & crafts, music & drama, and athletics. Membership is free.

For program information please call 610-655-6230

SPORTS FACILITIES

Baseball fields are at the following locations:

- Angelica Park
- Baer Park
- Brookline
- E.J Dives
- Hillside
- Keffer Park
- Neversink
- Northmont
- Pendora
- Reading Iron
- Schlegel Park
- 3rd & Spring
- 3rd & Spruce
- 6th & Amity
- 11th & Pike

Angelica Park - Route 10 Baseball/Softball

Lighted/Football/Soccer/Tennis

Lighted/Picnic Area/Lake

Baer Park - West Douglass & George Streets
Fieldhouse/Playground/Baseball/Softball/Basketball
Lighted/Football/Soccer/Tennis & Volleyball

Barbey – Schuylkill Avenue & West Elm Streets
Lighted Playground/Basketball & Volleyball

Bernhart's Dam - Spring Valley & Crystal Roads
Picnic Area/Stream

Bingaman Plaza – 4th & Bingaman Streets
Walkway/Seating Area

Brookline – Meade & McArthur Streets
Lighted Playground/Baseball/Softball & Basketball/Football/Soccer

Camp Jolly/Lilly – List Road
Playground/Picnic Area/Swimming Pool

Cedar Street Parklet – Cedar & Washington Streets
Seating Area

Centre Park – Centre Avenue & Douglass Streets
Walkway/Seating Area

City Park – 11th & Washington Streets
Playground/Basketball/Tennis/Volleyball Lighted/Band shell/Pond

E.J. Dives – Arlington Street & Upland Avenue
Lighted Playground/Baseball/Softball/Basketball

Drenkel Field – Skyline Drive
Used to fly model airplanes/helicopters, etc.

Dana Memorial – Spring & Clinton Streets
Bike/Walking Trail along river

Egelman's Park – 2300 Hill Road
Lighted Baseball/Softball Picnic Area with 2 Pavilions*/Stream
*Electricity at large pavilion

Essick – Church & Oley Streets
Lighted Playground/Basketball & Volleyball

Front & Schiller – Front & Schiller Streets
Lighted Playground/Basketball

Heritage Park – 6th & Canal Streets
Picnic Area/River

Hillside – 14th & Green Streets
Lighted Playground/Baseball/Softball/Basketball/Volleyball Pavilion

Keffer Park – 3rd & Exeter Streets
Lighted Fieldhouse/Playground/Baseball/Softball/
Basketball/Volleyball

Lance Place – Lance Place near Douglass Street
Playground

Mineral Spring Park – 19th Street & Glen Road
Picnic Area/Pavilions/Stream

Minor Street Parklet – 400 block Minor Street
Walkway

Municipal Stadium – Centre Avenue & Front Street
Lighted Baseball/Softball

Nature Museum – Hill Road
Indoor Museum/Hiking

Neversink – South 14th & Fairview Streets
Lighted Playground/Baseball/Softball/Basketball/Volleyball

Northmont – Delta & Freemont Avenues
Playground/Baseball/Softball/Basketball/Volleyball

Observation Tower – Skyline Drive

Seating area/Hiking

Pagoda/Overlook – Duryea Drive

Seating area/Gift Shop/Room rentals available

Penn Square – 5th & Penn Streets

Walkway/Seating area/Shopping

Pendora – 19th & Forest Streets

Lighted Field house/Playground/Baseball/Softball/Basketball
Football/Soccer/Tennis/Volleyball/Pavilions/Picnic Area

Reading Iron – Laurel Street and Gilson Alley

Playground/Baseball/Softball/Volleyball – Basketball (lighted)

Riverfront Park – River Road

Seating Area/Hiking/River

Rotary Park – List Road

Baseball/Softball/Football/Soccer

Schlegel Park – Carroll & Meade Streets

Lighted Fieldhouse/Playground/Pool/Pavilions/Picnic
Area/Baseball/Softball/Football/Soccer/Basketball/Tennis

Schuylkill River Park Bikeway – Riverfront Drive & Buttonwood
Streets

Bike Riding/Hiking/River

2nd & Franklin Parklet – 2nd & Franklin Streets

Seating Area

2nd & Oley Streets – 2nd Street between Greenwich & Oley Streets

Lighted Playground/Basketball & Volleyball

3rd & Spring – 3rd & Spring Streets

Playground/Baseball/Softball/Basketball/Volleyball

3rd & Spruce – 3rd & Spruce Streets

Lighted Recreation Center/ Playground/ Pavilion/ Picnic Area/
Baseball/Softball/Basketball Volleyball/ Football/Soccer/Tennis

4th & Chestnut Parklet – 4th & Chestnut Streets
Seating Area

6th & Amity – 6th & Amity Streets
Lighted Playground/Baseball/Softball/Basketball/Volleyball

6th & Penn Courtyard – 6th & Penn Streets
Seating Area

9th & Marion – 9th & Marion Streets
Playground

10th & South – 10th & South Streets
Playground/Baseball/Softball/Basketball

11th & Pike – 11th & Pike Streets
Recreation Center/Lighted Baseball/Softball/Basketball/Football/Soccer/Tennis/Volleyball

For the rental of fields call 610-655-6233 or 610-655-6202.
For information about joining a team call 610-655-6203.

RECREATIONAL SPORTS LEAGUES

BASKETBALL

Basketball is one of Recreation's biggest activities. For information on leagues or playing on a team call 610-655-6203. Traveling Teams are also available.

FLAG FOOTBALL

The NFL Flag Football program is for boys and girls 13 and under. The league runs September through November. For additional information on the league and games please call 610-655-6203.

SOCCER

Soccer is beginning to grow in the Recreation Division. We are in the process of converting one of our baseball fields into a soccer

field at this time (2004). For additional information on joining a team or a league within the city please call 610-622-6203.

CHEERLEADING

Cheerleading has been offered by the Recreation Division for some time now. We have a group of cheerleaders that cheer at many of our games. This program is offered to girls 12 and up. No experience is necessary. Tryouts are held early November. The season runs in conjunction with the Reading area youth Basketball league (Dec., Jan. and Feb.). For additional information call 610-655-6203. Membership in the 3rd & Spruce Recreation Center is required.

SWIMMING

Schlegel Pool, located at Route 10 & Lancaster Ave in Reading, is a 400,000-gallon pool. It is the only public pool in the city. The pool is open from June 6th through August 27th.

Hours of operation are seven days a week 12:00 noon-6:00 p.m.

A daily admission fee is charged but membership fees and family season passes may be purchased. For information on fees call 610-655-6233. Some of the activities we offer are as follows:

- Learn to swim classes that include pre-school and level 1 through level 7.
- Lifeguard Certification
- Private swimming Lessons
- Introduction to Water Polo
- Junior Lifeguard Classes
- Water safety Classes

TENNIS

Our tennis program runs from June to August.

Eligibility is from ages 6 and over.

All racquets and balls are supplied and there is no cost.

Tennis instructions will be introduced at Baer Park, Albright College, Hampden Park, Angelica Park and City Park.

No pre-registration is required; registration will be taken on site.

We offer tennis in the morning and afternoon Monday to Friday with some early evening instructions.

For more information call 610-655-6233 or 610-655-6202.

VOLLEYBALL

Volleyball is offered in league fashion in the fall and winter months. The leagues are as follows:

- Men/Women Power League
- Co-ed A
- Co-ed B

This activity fills up very quickly, so if you are interested in entering a team in any of these leagues, do it quickly. For additional information call 610-655-6233 or 610-655-6202.

HOCKEY

An in-line hockey rink has been installed in the back of the 3rd & Spruce Recreation Center. For more information call 610-655-6202.

NATURE CENTER

The Nature Center, located on Hill Road & Antietam Lake, is for people of all ages who particularly like the outdoors.

The center is open Monday to Friday from June to September and Sundays in October & November. Some of the activities include:

- Leaf Identification
- Scarecrow Stuffing
- Cookouts
- Haunted Hikes
- Trash Walk
- Historic Hikes

The Nature Center also offers free-guided tours, fishing stream study and a museum. For more information or to register call 610-655-6202 or 610-655-6203.

RENTALS

The Division of Recreation also rents a variety of facilities and equipment. The following are just a few of the things we have available:

- Pavilions
- Gyms
- Field houses
- Athletic Equipment
- Fields
- Special Event Equipment, including

barricades, benches, bleachers, bull horns, chairs, tables, stages, showmobile, PA system, trash cans, and much more.

For additional information call 610-655-6021.

EVENTS

During the year the Division of Recreation has a variety of special events. To mention just a few:

- Easter Bunny Event
- Breakfast with Santa
- Visit with Santa
- Annual Christmas Parade
- Kids Karate
- Pumpkin Decorating
- Track & Field Day
- Carnival
- Flying Dutchman
- Hot Shot Tournament
- Hot Shot Tournament
- Celebration of Playgrounds
- Visit to the Reading Fair
- Visit to the Reading Phillies

For more information on other special events call 610-655-6021.

SPECIAL NEEDS

If you have a disability and require an auxiliary aid service or other accommodations to participate in one of our programs, please contact the office at 610-655-6201 to discuss how the Recreation Office may best accommodate your needs.

OLIVET BOYS & GIRLS CLUB- PAL

The **Olivets**, as it has been known for its 106-year history in Reading, has merged with PAL (Police Athletic League). Together, there are many locations throughout Reading and Berks County. Membership is \$7.00 annually for youth ages 6 to 18 but boys and girls are never turned away because of lack of funds. Programs at the **Olivet** and **PAL** go well beyond sports, and include such things as Arts & Crafts, education, drama, guidance, etc. No matter where you live in Reading, there is an **Olivet** near you. The administrative office is at 1161 Pershing Blvd. Locations for other sites in Reading are listed below:

Pershing Blvd.	610-373-1314	Amanda Stoudt	610-371-8729
Clinton Street	610-373-4266	Glenside	610-478-8881
Jamestown	610-373-9520	Mulberry Street	610-376-0756
Oakbrook	610-478-8885	10 th & Penn	610-736-0520
13 th & Perkiomen	610-478-8883	PAL	610-376-7229

PARKING

Reading Parking Authority
613 Franklin Street, Reading, 19602
Phone: 610-655-6166
Fax: 610-655-6446
Web: <http://www.readingparking.com>
Hours of Operation: M-F 8a.m-4p.m.

When sweeping is suspended due to snow, citizens may park along sweeping routes. They will not be ticketed because the sweepers are not running. Citizens must adhere to no parking signs regardless of snow or rain conditions.

PARKING CITATIONS

To pay a citation, either visit the Parking Authority, mail the citation to the address listed on it, or visit <https://www.remit-online.com/3.0/start.aspx?id=610001>.

To file a parking complaint, fill out the form located at <http://www.readingparking.com/RPA%20complaint%20form.pdf> or visit the Parking Authority for a paper copy.

SURFACE LOTS

State Lot- The State Lot is located at the corner of 7th and Penn Streets, west of the railroad tracks. Motorists may access the lot from the 000 block of South 7th Street. This is an electronic metered lot where motorists must select one of two bays and insert coins for desired time. Meters accept quarters coins only. Up to 3 hours of parking may be purchased at \$0.25 for 20 minutes.

6th and Cherry Metered Lot – 100 spaces; meters are \$0.25/20 Minutes. The 6th and Cherry St. metered lot is located along the 500 block of Cherry Street. It may be accessed from the 000 block of South 5th Street or the 000 Block of South 6th Street 24 hours a day 7 days a week. Parking is controlled by 2-hour electronic parking meters.

Penn Court Lot - 429 spaces; permits \$64/month. The Penn Court lot is located between and may be accessed from the 700 blocks of

Penn and Court Streets. The lot is open for permit holders only from 6:00 a.m. to 6:30 p.m., Monday through Friday.

7th and Washington Lot – 140 spaces; permits \$64/month. The 7th and Washington lot is located in and may be accessed from the south side of the 700 block of Washington Street. The lot is open for permit holders only from 8:00 a.m. to 6:00 p.m., Monday through Friday. Non-permit holders may access the lot during off-hours by depositing the posted rate in the coin machine located at the entrance.

PARKING PERMITS

The Reading Parking Authority offers standard permits, special reserved space permits, group permit rates and local resident rates. Contact the Reading Parking Authority for more information on these and any other parking options and issues.

PLEASE NOTE: All garages and lots owned by the Reading Parking Authority are subject to posted parking fees. There is an additional fee after 5:00 PM when in support of events at the Sovereign Center which may vary depending upon the event. Please call the Parking Authority for details.

DAILY PARKING RATES

The daily parking rates in Reading Parking Authority garages are currently:

Up to 1 Hour	\$2.00
Each Additional Hour	\$1.00
Daily Maximum	\$8.00

If you exit a facility after 5:45 p.m., you may receive a "Daily Parking Envelope."

To use it, determine the time you entered the facility (using the time stamped on the ticket you obtained at the entrance), and follow the instructions on the envelope. You may leave your payment - checks only, NO CASH - at the exit in the "drop box" or mail it to the Parking Authority office. .

The following payment options are also available:

- Park and Shop Stamps
- Daily Parking "6-Packs" at \$26 per pack (no limit on 6-pack purchase)

- Monthly permits are valid only from 6:30 a.m. to 6:30 p.m.

GARAGE HOURS AND LOCATIONS

All garages are staffed from 6:30 a.m. to 6:30 p.m. Monday through Friday unless otherwise listed. Not all garages are staffed. Garages are accessible during off hours by depositing the posted rate in coin machines located at the entrances.

South Penn Garage - 1050 spaces; permits \$72/month. The South Penn garage is located between the 600 blocks of Franklin and Cherry Streets. Motorists may enter the garage from Franklin or Cherry Streets.

4th & Cherry Garage - 635 spaces; permits \$ 72/month. The 4th and Cherry garage is located between the 400 blocks of Franklin and Cherry Streets. Motorists may enter the garage from the 400 block of Cherry Street.

Chiarelli Garage - 500 spaces; permits \$72/month. The Chiarelli garage borders the 000 Block of North 3rd Street between the 300 blocks of Washington and Court Streets. Motorists may access the garage from the 000 block of 3rd Street or from the 300 block of Washington Street.

Wyndham Hotel Garage - 310 spaces; permits \$80/month. (This garage is automated and does not have an attendant) The Wyndham Hotel garage is located and may be accessed from the West side of the 500 block of Washington Street.

Reed and Court Garage - 500 spaces; permits \$77/month. The Reed and Court garage is located and may be accessed from the south side of the 600 block of Court Street. The entrance is at the intersection of Reed and Court Streets. Credit cards are accepted in this facility.

Poplar and Walnut Garage - 1024 spaces; permits \$77/month. The Poplar and Walnut garage is located between the 700 blocks of Walnut and Washington Streets. Motorists may access the garage from the 100 block of Poplar Street.

Front and Washington Garage - 740 spaces; permits \$67/month. This is a permit only garage. Daily parking is not available. The Front and Washington garage is located at the foot of Penn Street and may be accessed from the 100 block of Washington or, for permit holders only, the 000 block of North Front Street. This garage is not staffed. No general public parking from 7:00 AM to 5:30 PM Monday through Friday.

2nd and Washington Garage - 434 spaces; permits are \$72 per month. This is a permit garage only. Daily parking is not available. The garage is bordered by Washington Street, 2nd Street, Court Street and Thorn Streets. The garage is not staffed. Limited IMAX theatre parking is available during the hours of 1:00 PM to 5:30 PM Monday through Friday.

CIVIC ORGANIZATIONS

BERKS COUNTY CHAMBER OF COMMERCE & INDUSTRY

Address: 601 Penn Street, Suite 101

Phone: 610-376-6766

Fax: 610-376-4135

www.berkschamber.org

LEAGUE OF WOMEN VOTERS OF BERKS COUNTY

The League of Women Voters promotes responsibility through informed and active participation of citizens in government. Membership is open to men and women 18 years of age or older. For information about membership, programs and services call 610-378-4700. Their national website is <http://www.lwv.org>.

NEIGHBORHOOD ORGANIZATIONS

There are more than 20 organized Crime Watch groups and neighborhood organizations in the city. To find out if there is a neighborhood organization, crime watch or playground association where you live, check the listings on www.readingpa.gov.

BERKS URBAN GREENING

BUG's mission is to enhance the overall quality of life by combating neighborhood deterioration through community greening efforts. Members include the Penn State Master Gardeners of Berks County, Reading DID, Centre Park Historic District, Shade Tree Commission, Reading Beautification, United Way of Berks County, Berks County Conservancy, Southeast Community Council, Heritage Village Citizens Group, and interested individuals. Projects include the "Ribbon of Gold" on Penn Street, gateway gardens at the entrances to the city, and the neighborhood garden on Schuylkill Avenue. For information call 610- 372-4992.

READING BEAUTIFICATION, INC. (RBI)

Reading Beautification, Inc. focuses on quality of life issues that affect City residents by addressing litter, graffiti, recycling, and the environment. RBI is the sponsor of the annual Great American Cleanup that removes over 30 tons of trash and litter from the City in one major cleanup in April. It partners with other city and civic organizations to conduct cleanups year around. RBI works with partnering groups to maintain local trails, parks and playgrounds. Over the past fifteen years RBI has done extensive litter and environmental education as well sponsoring the Adopt-A-Spot program in the city. To volunteer or donate resources contact 610-665-6277.

SENIORS

BERKS COUNTY OFFICE OF AGING

The Office of Aging coordinates a wide range of services and programs throughout the community. These community-based programs include access and advocacy services like specialized transportation, non-criminal legal services, employment counseling and older worker programs, health information and screening programs through the PrimeTime Health series and Senior Centers. The Office of Aging is located on the 8th floor of the County Services Center at 633 Court Street. Contact them at 610-478-6500 or aging@countyofberks.com.

MEALS ON WHEELS

For information about the Berks County Office of Aging's Home Delivered Meals Program please call or visit the Berks County Office of Aging. To volunteer to deliver Meals on Wheels call 610-376-8282.

SENIOR CENTERS

Senior Centers offer a variety of information, educational, social, recreational, community, and volunteer activities, including computers with Internet access. Visit the Berks County Senior Citizens Council at 40 North 9th Street, Monday through Friday from 8:30 a.m. till 4:30 p.m. Contact the Council at 610-374-3195, or email berksrs@bcsc.org. Membership in the Council costs \$5 annually.

THE ARTS

PUBLIC ART

The City of Reading is endowed with a fine collection of public art in the form of sculpture, statues, murals and even stained glass. Located throughout the City, but predominately in the downtown area and City Park are more than 40 pieces of public art. For more information or to obtain a Map of Public Art and Sculpture in Reading, please call the Planning Office at 610-655-6326.

BERKS COUNTY ARTS COUNCIL

The Berks Arts Council is the premier arts organization in Berks County, Pennsylvania. Their mission is to encourage and promote all the arts, to develop an appreciation of the arts and to enrich and enhance the quality of life in Berks County. Berks Arts Council projects include the annual **First Energy Jazz Fest**, the **Wachovia Bandshell Concert Series**, **Gallery 20** on Penn Avenue in West Reading and the annual **Pagoda Award** and an annual music composition award.

The Berks Arts Council relies heavily on volunteers to assist in its various projects and programs. To learn more about volunteering opportunities with Berks Arts Council call 610-898-1930. The Arts Council, located on the 5th floor of The GoggleWorks, on 201 Washington St. in Suite 519, may be contacted at P.O. Box 854

Reading PA 19603-0854, or at info@berksjazzfest.com. Visit their website at www.berksarts.org.

COMMUNITY SCHOOL OF MUSIC AND THE ARTS

Contact: Cedric Elmer, Director;
Phyllis Coolick, Assoc. Director
345 Douglass at Fourth St, Reading, PA 19601
Phone: 610-374-7167

READING PUBLIC MUSEUM

Reading Public Museum is located at 500 Museum Road. For information about museum and planetarium hours, calendar of events and the museum gift shop, call 610-371-5850, or log on to www.readingpublicmuseum.org.

READING SYMPHONY ORCHESTRA

Reading Symphony Orchestra 147 N. 5th St. Reading Pa, 19601-3401. Phone: 610-373-7557. Email info@readingsymphony.org. For information about the orchestra, its history, the new season and ticket information log on to www.readingsymphony.org. The Reading Symphony Orchestra performs in the Sovereign Performing Arts Center.

SOVEREIGN PERFORMING ARTS CENTER

Sovereign Performing Arts Center is located at 136 North 6th Street in the former Rajah Theater. For ticket information and upcoming events call 610-898-7299 or log on to <http://www.sovereigncenter.com/performing arts>.

SOVEREIGN CENTER

The Sovereign Center is home of the Reading Royals hockey team, is located at 7th & Penn Streets in Reading. It is also the venue for special concerts and performances on a scale larger than what the Performing Arts Center may serve. To order tickets for an event at the Sovereign Center call 610-898-7200. For the calendar of events go to www.sovereigncenter.com.

COMMUNITY THEATER

Domino Players – performances during the academic year at Wachovia Theatre on the Albright College campus. Call 610-921-7715 or the box office at 610-921-7547 for information.

Genesis Theatre – 153 North 10th Street, Reading. 610-371-8151.

Reading Civic Theater – presents major musical plays twice a year at the Sovereign Performing Arts Center. Call 610-375-7482 for information or visit www.readingcivic.org.

Reading Community Players – Call 610-375-9106 for information.

MUNICIPAL COURT

Traffic offenses, City Code violations and arraignments for criminal offenses are handled by the local District Justices.

Central Court – Court House	610-478-6597
District Justice – 414 Blair Ave	610-373-2127
District Justice – 242 Exeter St.	610-378-5002
District Justice – 101 N. 9th St.	610-378-5101
District Justice – 1259 N. 10th St .	610-373-4424
District Justice -- 1150 Muhlenberg St.	610-374-9288
District Justice – 130 Belvedere Ave	610-375-7101

READING SCHOOL DISTRICT

Reading High School	801 N 13th St	610-371-5705
	Bilingual	610-371-5747
	Evening School	610-371 5713

See Verizon blue pages for additional numbers.

Middle Schools

Northeast Middle	1216 N 13th St	610-371-5772
Northwest Middle	1000 N Front St	610-371-5882
Southern Middle	931 Chestnut	610-371-5803
Southwest Middle	300 Chestnut St	610-371-5935

Elementary Schools

Amanda Stout	321 S 10 th St	610-371 5815
Glenside	400 Lackawanna	610-371 5913
Lauer's Park	241 N 2nd St	610-371 5960
Millmont	400 Summit Ave	610-371 5853
Northwest	820 Clinton St	610-371-5904
Riverside	1400 Centre Ave	610-371-5611
Thomas Ford	901 Margaret St	610-371-5928
Tyson-Schoener	315 S 5 th St	610-371-5951
10 th & Green	400 N 10 th	610-371-5756
10 th & Penn	945 Penn	610-320-6994
12 th & Marion	1200 N 12 th	610-371-5788
13 th & Green	501 N 13 th St	610-371-5766
13 th & Union	1600 N 13 th St	610-371-5795
16 th & Haak	1601 Haak St	610-371-5760

PRIVATE & PAROCHIAL

Central Catholic H.S.	1400 Hill Road	610-373 4178
Holy Name H.S.	955 E Wyomissing Blvd	610-374-8361
Cabrini Academy (K-8)	240 Franklin St	610-374-8483
St. Margaret (K-8)	233 Spring St	610-375-1882
St. Peter (K-8, Bilingual)	225 S 5 th St	610-374-2447
Reading SDA Junior Academy	309 Kenhorst Blvd.	610-777-8424

HIGHER EDUCATION

Albright College	13 th & Exeter Sts	610-921-2318
Alvernia College	400 St. Bernardine St	888-258-3764
Kutztown University	Kutztown, PA	610-683-4340
Pace Institute	606 Court St	610-375-1212
Penn State Berks- Lehigh Valley College	Tulpehocken Road	610-396-6000
Reading Area Community College (RACC)	2 nd & Penn Sts.	610-372-4721

LIBRARIES

Main Library

100 S. Fifth St	610-655-6365
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Southeast Branch Library

1426 Perkiomen Ave.

610-655-6362

Northeast Branch Library

1348 North 11th St.

610-655-6361

Northwest Branch Library

901 Schuylkill Ave.

610-655-6360

Bookmobile

610-655-6350

For more information call 610-655-6350 or visit

http://www.reading.lib.pa.us/locations_bookmobile.asp.

For a complete list of Library locations, hours, directions and services visit www.reading.lib.pa.us.

PLANNING A NEIGHBORHOOD EVENT

Any citizen can plan an event, like a block party, in their neighborhood or on their street. A "Parade/Special Event Permit Application" must be filled out at least 60 days before the date of the proposed event. It can be obtained in either the Traffic Enforcement office in City Hall (610-655-6294), or on the City's website at http://www.readingpa.gov/documents/special_event_parade_permit_application.pdf. In order to hold any type of block party or special event in your neighborhood, you must have at least 75% approval of the people on your street. The person requesting the permit must poll each resident by going door to door. If there are vacant houses, they can be listed as such. Each address must be listed, include the name of the person living at the address, and their signature indicating whether they support the event or not. This list must be handed in with the application form.

There is also an application fee of \$30.00 which shall be paid by the person applying for the permit, at the time of the application filing, in the form of a check made out to "City of Reading." The agreement must be signed and acknowledged by a notary, and then goes on to be either approved or rejected by the Traffic Officer in Charge, Human Resources, and Chief of Police.

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City of Reading
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Reading, Pennsylvania 19601
<http://www.readingpa.gov>**

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City of Reading Pennsylvania

